



Expert Speaker Award

Subaward Program 2021-2022

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Subaward Description

Background

The mission of the Network of the National Library of Medicine (NNLM) is to advance the progress of medicine and improve the public's health by providing U.S. researchers, health professionals, public health workforce, educators, and the public with equal access to biomedical and health information resources and data. The NNLM's main goals are to work through libraries and other members to support a highly trained workforce for biomedical and health information resources and data, improve health literacy, and increase health equity through information.

Purpose

To accomplish the NNLM's mission and goals, Region 6 extends funding to its network partners to achieve the following subaward objectives:

1. Support a highly trained workforce for biomedical and health information resources and data to advance research in medicine; consumer health reference and instruction; and meaningful engagement with diverse populations for health information outreach
2. Increase awareness, access, evaluation, and use of National Library of Medicine and other trustworthy health resources to inform personal health and wellness decisions
3. Provide health information access and health literacy training with a focus on Medically Underserved Areas (MUAs) and Underrepresented in Biomedical Research (UBR) populations for advancing health equity

Funding

The **Expert Speaker Award** supports an expert speaker to train staff or present at a conference to increase use of NLM resources, keep current on topics related to NLM priorities, and build health information capacity for our network members.

Period of Performance: October 1, 2021 – April 30, 2022

Amount: Amount: Up to \$1,834

Expected Number of Awards Available: 2

Application Deadline: August 2, 2021, prior to Midnight ET/CT

Eligibility

[Network Member Organizations](#) in Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, and Wisconsin are eligible to apply. NNLM membership is required to successfully apply. To become an NNLM member or inquire about your NNLM ID, [contact Region 6](#).

Requirements and Preferences

Human Subjects Research

Projects containing [Human Subjects Research](#) components will *not* be reviewed or considered for funding.

NLM Resources

All projects will incorporate one or more National Library of Medicine resources like [PubMed](#), [ClinicalTrials.gov](#), or [MedlinePlus](#). You can refer to the [NLM Products and Services](#) for a complete list.

Cleaning Guidelines

For any kits or other project supplies, cleaning and sanitizing protocols should be included that comply with the [Centers for Disease Control and Prevention \(CDC\) Cleaning and Disinfecting Your Facility](#).

Presentations and Publications

Generally, award recipients will be responsible for sharing their experiences of the professional development activity through a newsletter article, presentation, or a mutually agreed upon method with the Regional Medical Library (RML). If you are creating materials or hosting a webinar/training, the following applies:

508 Compliance

The National Library of Medicine is a part of the National Institutes of Health, U.S. Department of Health and Human Services. Recipients of National Library of Medicine funding through the NNLM must meet all requirements under [Information on 508 Compliance](#). Section 508 requires that all website content be accessible to people with disabilities. This applies to web applications, web pages and all attached files on the intranet as well as internet.

Accessible virtual programs and projects are encouraged. Allowable related costs may include social media campaigns, digital library collections (e-books/audio), speaker fees, closed captioning, American Sign Language (ASL) interpretation, and digital platform subscriptions.

NIH Public Access Policy

Recipients of NNLM funding are required to deposit any peer-reviewed manuscript upon acceptance for publication in PubMed Central in accordance with the [NIH Public Access Policy](#).

Data Sharing and Development of Training Materials

To facilitate the dissemination of information and knowledge associated with the NNLM Cooperative Agreement Award, all award recipients are required to share any data or training material resulting from funding. This information will be submitted to Region 6 for the following collection sites as applicable:

- [Network of the National Library of Medicine](#) (NNLM) website
- Other websites or repositories specifically designated by the NLM as part of the Network of the National Library of Medicine

In addition, recipients of funding are expected to use or adapt existing training materials before developing new materials. Consult with Region 6 and the NNLM Training Office (NTO) prior to developing materials.

Publication and Copyrighting

Per Section 8.2.1. - [Right in Data \(Publication and Copyrighting\) of the NIH Grants Policy Statement](#). The NIH must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use any materials developed because of funding and to authorize others to do so for Federal purposes (i.e., the ongoing development of the Network of the National Library of Medicine). Data developed by subawardee/consortium participants and consultants are also subject to this policy.

NIH Acknowledgement

Any resources developed with project funds must include an acknowledgment of NIH grant support and a disclaimer:

Developed resources reported in this [publications, press releases, internet sites] are supported by the National Library of Medicine (NLM), National Institutes of Health (NIH) under cooperative agreement number **UG4LM013729**. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.

Beneficiaries

- Priority will be given to projects that benefit a Medically Underserved Area (MUA)* or an Underrepresented in Biomedical Research (UBR) population including but not limited to:
 - Racial and ethnic minority populations
 - Sexual and gender minority populations
 - Populations reported below the Federal Poverty Level
 - Populations with limited access to medical care

- Populations with physical and/or mental disabilities
- Soldiers, Veterans and Military Families
- Rural Populations

* Consider using the [Community Guide to Advance Health Information Equity](#) to identify a community or population with evidence-based data from the U.S. Census Bureau, the Federal Communications Commission, the Health Resources and Services Administration, and other secondary resources.

Reporting Requirements

The subaward recipient is responsible for the following mandatory reporting requirements:

Subawardee Reporting Requirement	Instrument	Deadline for Submission
Professional Development Funding Report	<u>NNLM Professional Development Award Report</u>	Submit within 30 days of the event
Activity Report for each event and include participant data	NNLM Data Reporting System (DRS)	Submit within the first five days of the month following the activity
IF technology is purchased with funding from the NNLM subaward	<u>NNLM Technology Award Report</u> Cleaning and Sanitation Guidelines	Submit within 30 days of the event

Program Ideas

Potential programs may include but are not limited to (this list is not meant to be all-inclusive):

- Speaker fees for an author from one of the [NNLM Reading Club](#) selected health topic books
- Travel and/or speaker fees for a health educator or expert speaker to engage a population with information and resources relevant to a NNLM priority health topic or as identified from a Community Health Needs Assessment (CHNA) or the County Health Rankings and Roadmaps (e.g., maternal health, obesity, diabetes, COVID-19, substance misuse, mental health, health insurance, etc.)*

- Skills-based training that builds capacity of staff and volunteers to locate and evaluate digital health information to engage meaningfully with consumer health outreach and instruction with an emphasis on NLM databases and NNLM resources. See [NNLM Digital Health Literacy](#)
- A workshop on systematic review searches for health science librarians using PubMed
- Sponsoring an expert speaker at a state or a regional meeting for health science or public librarians
- Speaker presentation tied to an NLM traveling exhibit, which introduces participants to NLM resources and priority health topics

*Links to County Health Rankings and Roadmap County Snapshots are discoverable using the [Community Guide to Advance Health Information Equity](#).

If you would like to discuss your program idea before submitting a proposal, please contact Darlene Kaskie, darlene-kaskie@uiowa.edu.

Grant Writing Resources

For support in grant writing, please see the [NNLM Grants and Proposal Writing Course](#) for tips on award applications.

Application Process

Online Submission

You will submit your [application online](#). It is recommended that you review the following outline, draft your proposal, and gather all documents that will be attached to your application:

- CVs and resumes
- Budget spreadsheet
- Budget narrative justification

Applicant Information

- **Project Lead Name:** The name of the person submitting the subaward application.
- **Lead Organization:** Identify the NNLM Member Organization that will lead and receive funding to conduct the proposed project.
- **Institution DUNS Number:** Enter your organization's DUNS number. If you do not have a DUNS number, [apply for one](#) as soon as possible.
- **Institution Tax ID:** Enter the 9-digit tax identification number for your institution.

- **Have you/your institution previously received NNLM funding in the current grant cycle (2021-2026)?** Select Yes, No, or I don't know.

Project Proposal

- **Program/Event Name:** Enter the event, program, or educational activity.
- **Program/Event Summary:** Provide a one-paragraph description that summarizes the professional development opportunity with an external audience in mind. Funded projects are displayed on the [NNLM website](#) and are provided by NLM in response to data calls from NIH, HHS, OMB, Congress, and the White House.
- **Amount Requested:** The amount specified should not exceed the limit established by the Region 6. Enter the amount to the nearest whole dollar.
- **Program/Event Dates:** Enter the appropriate dates.
- **Professional Development URL:** URL for the Exhibit, Conference, or Professional Development event you would like to attend or hold, if available.
- **Significance/Objectives:** Provide a short 1-2 paragraph description that summarizes the proposed program/event. State the goal(s) of the proposed program/event or educational activity and how they align with NNLM goals and the Region 6 subaward objectives. Discuss why this program/event would be necessary or useful for the intended beneficiary. Detail how you plan to use what you learn, or what you hope others will learn.
- **Publicity/Promotion:** Briefly describe how you intend to promote the event to the target population. Please specify which NLM resources or NNLM national initiatives will be implemented, how they will be promoted, and how they will be used throughout the project.
- **Personnel Qualifications:** List the personnel who will be involved in the project and include their role(s) and applicable experience. *Attach and submit resumes or CVs for personnel referenced.*

Budget

Attachments

Download and complete the following budget templates to submit as attachments with your online application:

- [Region 6 Subawardee Budget Template](#)
- [Region 6 Sample Budget Justification](#)

Region 6 Subawardee Budget Template

Awards are cost-reimbursable and are generally issued to the institution or, in some cases, are issued to the individual. Prepare your budget by downloading the [Region 6 Subaward Budget Template](#). Budget fields will accept numbers only. Enter each amount to the nearest whole dollar. If a budget line is not applicable for your project, you may leave it blank. The budget estimate should be categorized by the following, as they apply:

- **Fees:** Use the “Other” category (numbers 5-7) on spreadsheet to add any speaker fees. Use the budget justification to explain why this speaker is being requested.
- **Travel:** Provide the total travel costs in budget spreadsheet and breakdown the costs in your budget justification. Travel costs can include hotel, per diem, airfare, and mileage reimbursement.
- **Hotel:** Costs associated with lodging.
- **Per Diem:** Costs associated with meals and incidental expenses.
- **Other Funding if Applicable:** Other funds that will be used to support the project should be specified. This includes matching funds, other grants, etc. Include description and any quotes in the attached budget or as other attachment.
- **Funding restrictions:** Food, promotional items and furniture are not allowable expenses. Promotional items include but are not limited to: Clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees. Refer to the [NIH Grants Policy](#).

Region 6 Sample Budget Justification

You will need to submit a narrative to support your budget. Download and use the [Region 6 Sample Budget Justification](#) as an example.

Beneficiaries and Roles

- **Participants:** Select all that apply, but these should be the primary populations benefiting from your project. If not explicitly identified in the proposal section, please do not select it here.
 - Age Group
 - Children (0-12 yrs.)
 - Teens (13-18 yrs.)
 - Adults (19-64 yrs.)
 - Seniors (65+ yrs.)
 - Sexual & Gender Minorities

- LGBTQIA+
- Women
- Geographic Type
 - Medically Underserved Areas/Populations
 - Rural
 - Suburban
 - Urban
- Issues & Interests
 - Behavioral/Social Determinants of Health
 - HIV/AIDS
 - Maternal Health
 - NIH Helping to End Addiction Long-term (HEAL) Initiative
 - Opioids
 - Socioeconomically Disadvantaged Populations
 - Vaping
- Race & Ethnicity
 - Alaska Natives
 - American Indians
 - Asians/Asian Americans
 - Blacks/African Americans
 - Hispanics/Latin Americans
 - Native Hawaiians
 - Other Pacific Islanders
- **Participants' Roles:** Select all that apply. These are the primary roles of the beneficiaries of your project. These should be explicitly identified in the proposal section.
 - Community Based Organization Staff
 - Data Resource or Tool Developer
 - Data Scientist
 - Educational and Research Institutions
 - Educator, College & Post-grad
 - Educator, K-12
 - Emergency Preparedness and Response
 - Federal Agencies, Departments, etc.
 - General Public
 - Health Care Provider
 - Historian
 - Journalist
 - Library or Informational Professional

- Public Health Professional
- Publisher
- Researcher
- Student, College & Post-grad
- Student, K-12

Application Selection

Review Process

- Region 6 staff will review and score applications using standard criteria.
- Reviewer score sheets and comments will be shared with the applicant. If further clarification is needed, the applicant will be given one week to submit more information.

Scoring Criteria

The application will be scored on a scale from 1-25 using the following criteria:

- **Significance (15 points max):** Does the proposed program/event/educational activity align well with NNLM Goals and Objectives? Does the proposal provide a justification for why the activity is needed? Is the proposal appropriate for the intended beneficiary/beneficiaries?
- **Budget (5 points max):** Is the proposed budget within funding limits? Is the budget justification sound? Does it include money within allowable line items? Do they have line items that account for all the requested money?
- **Diversity, Equity, and Inclusion (5 points max):** Does the educational activity promote diversity, equity and inclusion or is the applicant a first-time applicant in the five-year funding period?

Project Approval

Region 6 will initiate a subaward agreement for all approved projects.